STANDARDS OF APPRENTICESHIP

adopted by

THE BOEING/IAM JOINT APPRENTICESHIP COMMITTEE

(sponsor)

Skilled Occupational Objective(s):	DOT	Term
CELLULAR MANUFACTURING MACHINIST	600.280-022	8000 HOURS
INDUSTRIAL ELECTRONIC MAINTENANCE TECHNICIAN	829.261-022	10000 HOURS
JIG & FIXTURE TOOL MAKER	601.281-026	8000 HOURS
MACHINE TOOL MAINTENANCE MECHANIC	638.261-030	8000 HOURS
MACHINIST	600.280-022	8000 HOURS
MAINTENANCE MACHINIST	600.280-042	8000 HOURS
MODEL MAKER	693.261-018	8000 HOURS
NC SPAR MILL OPERATOR	605.380.010	8000 HOURS
TOOL & CUTTER GRINDER	603.664-010	8000 HOURS
TOOL & DIE MAKER	601.260-010	10000 HOURS
TOOLING INSPECTOR	601.281-022	8000 HOURS

APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

NOVEMBER 6, 1939	APRIL 16, 2004
Initial Approval	Committee Amended
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Standards Amended (review)	Standards Amended (administrative)
By: LAWRENCE CROW	By: PATRICK WOODS
Chair of Council	Secretary of Council

THE BOEING/IAM JOINT APPRENTICESHIP COMMITTEE

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington. Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area under which these Standards shall apply shall be any installations of the Boeing Company within Snohomish, King and Pierce Counties.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **18 years.**

Education: **G.E.D. or High School Graduate, proof of completion required.**

Physical: **Satisfactory evidence of physical fitness.**

Testing: **None**

Other: **All applicants shall have one year of vocational training in outlined below -or- the work experience outlined below.**

Required for ALL Boeing Apprenticeships except Industrial Electronic Maintenance Technician;

Course Title	Boeing Off-Hour Course #	Hours
Boeing Blueprint Reading - Basic**	6C-C45002 or 6C-C63801	42
Blueprint Reading - Machine* **	6C-C45027	36
Precision Measuring Tools, or equivalent* **	6C-C45007	18
Machine Shop Practices, Engine Lathe, or equivalent***		80
Machine Shop Practices - Milling or equivalent***		80
Math - Practical - Level 1 or equivalent* ****	GE-V46262	12
Math - Practical - Level 2 or equivalent* ****	GE-V46263	22
Math - Beginning Algebra - Level 1, or equivalent* ****	GE-V46264	24
Math - Beginning Algebra - Level 2, or equivalent* ****	GE-V46217	24
Math - Practical Geometry or equivalent* ****	GE-V46218	18
Math - Trigonometry or equivalent* ****	GE-V46268	25

Basic Blueprint Reading must be the Boeing Off-Hour Class #6C-C45002 or 6C-C63801.

Courses REQUIRED for specific Apprenticeship programs (except Industrial Electronic Maintenance Technician) are:

Tool & Die Maker, Jig and Fixture Builder, Tooling Inspector, and Model Maker:

Blueprint Reading - Tooling, Boeing course required	6C-C45010	36

Machine Tool Maintenance Mechanic:

Windows 95 or Windows 2000*	**GEV46147/TR000720**	**8**
Lubrication	**GL-MN0216**	**20**
Bearings	**GL-MN0218**	**20**

Tool & Cutter Grinder:

Tool and Cutter Grind, or equivalent*	**6C-C45094**	**48**

Basic minimum vocational training course required for Industrial Electronic Maintenance Technician:

Boeing Blueprint Reading - Basic**	**6C-C45002 or 6C-C63801**	**42**
Basic Electricity, or equivalent*	**GE-V46259**	**15**
Electrical Relay Logic, or equivalent*	**GE-V46272**	**3**
Intro to Programmable Logic Control, or equivalent*	**TR000675**	**24**
Math - Practical - Level 1 or equivalent* ****	**GE-V46262**	**12**
Math - Practical - Level 2 or equivalent* ****	**GE-V46263**	**22**
Math - Beginning Algebra - Level 1, or equivalent* ******	**GE-V46264**	**24**
Math - Beginning Algebra - Level 2, or equivalent* ******	**GE-V46217**	**24**
Math - Practical Geometry or equivalent* ******	**GE-V46218**	**18**
Math - Trigonometry or equivalent* ******	**GE-V46268**	**25**
Windows 95 or Windows 2000*	**GEV46147/ TR000720**	**8**
Basic Schematics, or equivalent*	**GE-V46260**	**18**
NC Familiarization, or equivalent*	**6C-63272**	**40**

*** "Or equivalent" means any class taken other than through Boeing Off-Hour Training that consists of the same course content and hours as outlined in the Boeing Off-Hour Class description Catalog.**
**** Course can be challenged**
***** Offered at area community/vocational colleges**
****** Course must have been completed within the last 5 years**

--WORK EXPERIENCE--

One year of work experience in the desired trade.

TOOL AND DIE MAKER and INDUSTRIAL ELECTRONIC MAINTENANCE TECHANICIAN requires two years work experience

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

Selection for apprentices shall be from an eligibility pool of current employees as follows:

1. **Thirty (30) day application acceptance periods shall be held the month of April. If the eligibility pool for a specific trade becomes exhausted prior to annual acceptance period, the IAM/Boeing JATC may schedule a new acceptance period.**

2. **Applications are valid until the next April acceptance period.**

3. **Acceptance periods will be announced in the Boeing News and the 751 Aero Mechanics newspapers 30 days prior to the start of the acceptance period.**

4. **Only Boeing employees, on the active payroll in the Washington State Puget Sound area, who have never been enrolled in, or completed an IAM/Boeing Apprenticeship program, are eligible to apply for any Apprenticeship defined in these standards.**

5. **The completed application shall include:**
   a. **The name of the specific trade or trades applied for.**
   b. **A copy of G.E.D. or high school transcript.**
   c. **Transcripts of all additional related training.**
   d. **A handwritten letter stating why the applicant would like to be an apprentice, for each trade applied for.**
   e. **Detailed documentation of non-Boeing work experience related to the specific trade or trades applied for.**

6. **Accepted applicants will be notified by letter and placed in a trade specific eligibility pool.**

7. **Applicants that have not met the minimum qualifications will be filed, and a letter will be sent to the applicant defining the requirements that have not been met and encouraging the applicant to reapply the next acceptance period.**

8. **All applications will be retained by the IAM/Boeing Apprenticeship Training Office for a minimum of 5 years from the date of application.**

9. **As openings for apprenticeships occur, applicants from the pool for the specific trade will be interviewed by the IAM/Boeing JATC. The IAM/Boeing Joint Apprenticeship Committee will make its selection based upon the applicant's qualifications and the results of the oral interview.**

10. **An applicant invited who does not attend or who is not selected for an Apprenticeship by the IAM/Boeing Joint Apprenticeship Committee at the interview will have their name removed from the pool for that trade.**

11. **Any exception to this selection procedure will be to satisfy Section 3, Conduct of Program under Washington Equal Employment Opportunity Plan, of the Standards of Apprenticeship, and must be ratified by the members of the IAM/Boeing Joint Apprenticeship Committee.**

B. Equal Employment Opportunity Plan:

1. **Plan and deliver workshops and presentations designed to familiarize Boeing employees with apprenticeship.**

2. **Disseminate information concerning equal opportunity policies of the program's sponsor.**

3. **Encourage pre-apprenticeship preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.**

4. **Have minority and women (minority and non-minority) journey-level workers and apprentices to promote the Affirmative Action Program.**

5. **Engage in other action as stated above to ensure that recruitment, selection, employment, and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, age, national origin, or sex.**

6. **Select from the eligibility pools of qualified applicants, in other than order of ranking will be to satisfy Section 3, Conduct of Program under Washington Equal Employment Opportunity Plan, of the Standards of Apprenticeship.**

Discrimination Complaints.
Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM of APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship for Cellular Manufacturing Machinist, Jig & Fixture Tool Maker, Machine Tool Maintenance Mechanic, Machinist, Maintenance Machinist, Model Maker, NC Spar Mill Operator, Tool & Cutter Grinder, and Tooling Inspector will be 8,000 hours of reasonably continuous employment and experience in the principal operations of the trade.

The term of apprenticeship for and Industrial Electronic Maintenance Technician, and Tool & Die Maker will be 10,000 hours of reasonably continuous employment and experience in the principal operations of the trade.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.

- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

Apprentices upon entry into the IAM/Boeing Apprenticeship Program will be subject to a probationary period equal to twenty (20) percent of their Apprenticeship Program. During the first one thousand (1,000) hours of the

probationary period, each apprentice is required to perform specific tasks as outlined under the work schedule.

For the 8,000 hour apprenticeship program, the 20% probationary period is 1,600 hours. These programs are:

Program	Total Hours	Probation Hours
Cellular Manufacturing Machinist	8000	1600
Jig & Fixture Builder	8000	1600
Machine Tool Maintenance Mechanic	8000	1600
Machinist	8000	1600
Maintenance Machinist	8000	1600
Model Maker	8000	1600
NC Spar Mill Operator	8000	1600
Tool & Cutter Grinder	8000	1600
Tooling Inspector	8000	1600

For the 10,000 hour apprenticeship program, the 20% probationary period is 2,000 hours. These programs are:

Program	Total Hours	Probation Hours
Industrial Electronic Maintenance Technician	10000	2000
Tool & Die Maker	10000	2000

A. Evaluation during probation:

From the information obtained on the weekly evaluation, the evaluating supervisor will submit, a written monthly report to his or her management. The written monthly report will take into consideration the following factors: mechanical aptitude, attitude, work habits, comprehension, retention, interest, attendance, and the individual's ability to work with other employees. After the written monthly evaluation has been reviewed and approved by the first and second line management, a copy of the evaluation will be forwarded to the IAM/Boeing Apprenticeship Training Office for review by the IAM/Boeing Joint Apprenticeship Committee.

B. Probationary Work Schedule:

During the probationary work schedule, the apprentice's shift assignments may be divided between first and second shift.

C. Probationary Work Codes:

1. Cellular Manufacturing Machinist Apprenticeship Probationary Codes

Code	Work Unit	Hours
PA	Surface Grind	40
PC1	Deburr	80
PE	Milling	400
PJ	Turning	280
PM	Layout	40
PW	Drilling	80
PAA	Related Training	80
	Total Hours:	1000

2. **Industrial Electronic Maintenance Technician Apprenticeship Probationary Codes:**

Code	Work Unit	Hours
PA	Fundamentals	920
PAA	Related Training	80
	Total Hours:	1000

Training Task: Providing electronics based maintenance on various machine tools.

Code PA
Basic electrical safety fundamentals
Mathematics for electronics, including binary, hexadecimal, and octal
Multimeter/oscilloscope
Soldering
DC circuits, Ohm's law, resistance, capacitance, inductance
Solid state discrete devices integrated circuits, large-scale integration circuits
AC circuits
Pulse circuits
DC circuits
Oscillators
Amplifiers
Solid state power devices (analog and digital versions)
Interpretation of schematics (I.D. symbols)
Vacuum tube theory
Understanding industrial drawings
Electronic/electrical lab practices and principles
DC power supply from specs including crowbar, % ripple, volt amperage, voltage and current
Oscillator waveforms
Set up and tuning of amplifiers
Wire wrap techniques

3. **Jig & Fixture Tool Maker Apprenticeship Probationary Codes:**

Code	Work Unit	Hours
PE	Layup Mandrel & Bond Assembly Jigs	160
PF	Weld Jigs	180
PI	Master Tools	200
PJ	Breakdown	120
PL	Small Tools Incl. Standard Tools	260
PAA	Related Training	80
	Total Hours:	1000

Training Task: Working on small tools, weld jigs and master tools, the Jig & Fixture Builder Apprentice will complete the following machine operations working with a variety of materials.

Code PE

Fabrication of Bonding Tools
Familiarization w/Autoclave Tooling
Scribing Lines
Filing
Scraping
Burnishing

Code PF

Introduction to Weld Jigs
Non-Design Tools
Tool Identification

Code PI

Use of Optical Tooling
Coordination of Critical Locations
Interchangeable Parts

Code PJ

Tool Order System
Tooling Documents
Blueprint Breakdown
Devising Shop Aides
Indexing
Care of Equipment

Code PL

Use of Precision Tools
Surface Table Work
Drilling and Reaming

4. **Machine Tool Maintenance Mechanic Apprenticeship Probationary Codes:**

Code	Work Unit	Hours
PA	Oil Crib and Routes	80
PB	Machine (Base Operations)	160
PC	Belts and Pulleys	40
PD	Alignments	80
PE	Predictive Maintenance	80
PF	Preventative Maintenance	480
PAA	Related training	80
	Total Hours	1000

Training Task: Working on a variety of machines, the apprentice will complete the following tasks to gain knowledge and understanding of the trade and to enhance their skills as a mechanic.

Code PA

Perform lubrication routes
Use of grease guns/various tips
Use of filter carts
Change oil filters
Clean oil and coolant tanks

Code PB

Manual operation of machines
MIDI (Manual Data Input)
Operations Manuals
Programming Manuals

Code PC

Installation of belts and pulleys
Alignment of pulleys

Code PD

Alignment Checks
Axis Calibration
Coupling Alignment

Code PE

Setting up predicative routes
Taking data
Analyze Data

Code PF

Set-up a preventative maintenance program on a quarterly, semi-annual and annual basis.
Perform preventative maintenance on various machines.
Write planned jobs from problems found while performing preventative maintenance.

5. Machinist Apprenticeship Probationary Work Codes:

Code	Work Unit	Hours
PD	Drill Press	80
PG	Elementary Layout	40
PI	Lathe Work	360
PL	Milling Machine	440
PAA	Related Training	80
	Total Hours	1000

Training Task: Working on drill presses, lathes, mills, and by hand, the Machinist Apprentice will complete the following operations

Code PD	Code PG
Drilling	Blueprint Breakdown
Reaming	Tools used for layout
Tapping	Sine Plate Use
Counterboring	Use of Trigonometry

Code PI	Code PL
Turning OD & ID	End Milling
Drilling	Blueprint Breakdown
Reaming	Tools used for layout
Tapping	Sine Plate Use
Counterboring	Use of Trigonometry

6. **Maintenance Machinist Apprenticeship Probationary Codes:**

Code	Work Unit		Hours
PA.1	Engine Lathe		360
PA.2	Boring Mills		40
PA.3	Milling Machine		460
PA.4	Grinders		60
PAA	Related Training		80
		Total Hours	1000

Training Task: Working on a variety of machines the Maintenance Machinist Apprentice will complete the following operations by working with materials used to maintain machinery and do the required hand work to produce finished parts.

Code PA.1	Code PA.2
Turning OD & ID	Single and Multiple Tool Bits
Tracer Work	Dial Indicators
Boring	Drilling
Tapping	Reaming
Facing	Precision Setups

Code PA.3	Code PA.4
End Milling	Thread Grinding
Slotting	Surface Grinding
Angle Cutters	Cylindrical Grinding
Straddle Milling	O.D. Grinding
Slab Milling	I.D. Grinding

7. Model Maker Apprenticeship Probationary Work Codes:

Code	Work Unit	Hours
PA	Lathes	160
PB	Mills	160
PE	Grinding	80
PJ	Electrical	80
PS	Model Construction	240
PT	Wind Tunnel Maintenance	100
PW	Machine Layout	60
PY	Saws	40
PAA	Related Training	80
	Total Hours	1000

Training Task: Working on machines and with hand tools the Model Maker Apprentice will complete the following operations working with a variety of materials to fabricate precision wind tunnel test models.

Code PA	Code PB	Code PJ
Turning OD & ID	End Milling	Thread Grinding
Boring	Slab Milling	Surface Grinding
Tapping	Angle Cutters	Cylindrical Grinding
Facing	Straddle Milling	O.D. Grinding
Tracer Work	Slotting	I.D. Grinding

Code PE	Code PS
Soldering	Model Construction Techniques
Strain Gage Application	Hand Contouring of Airfoil Surfaces
Model Balance Calibration	Test Model Assembly
Model Wiring	Fiberglass Laminating

Code PW	Code PY
Model Part Layout	Machine Familiarization
Tools Used	Saw Blade Welding
Use of Trigonometry	Speeds and Feeds
Setup Techniques	Saw Blade Selection

8. NC Spar Mill Operator Apprenticeship Probationary Work Codes:

Code	Work Experience	Hours
PB	NC Spar Mills	400
PD	Pull Through Mills	100

PI	**Layout**	**60**
PN	**Skin Mills**	**360**
PAA	**Related Training**	**80**
	Total Hours	**1000**

Training Task: Working on variety of machines, the NC Spar Mill Operator Apprentice will complete the following operations by working with materials and tools to produce aircraft spars.

Code PB	**Code PD**
Setup fixtures	**Operation Procedures**
Part Checking	**Work Orders**
Cutter Tool Selection	**Data Input**
Part Handling	**Machine Controls**

Code PI	**Code PN**
Blueprint Breakdown	**Machine setups**
Tools used for layout	**Part Finishing**
Sine Plate	**Checking Cutters**
Use of Trigonometry	**Machine Controls**

9. Tool & Cutter Grinder Apprenticeship Probationary Work Codes:

Code	**Work Experience**	**Hours**
PA	**Drill Grinding**	**210**
PB	**High Speed Tool Grind (End mills)**	**450**
PC	**Carbide Tool Grind**	**260**
PAA	**Related Training**	**80**
	Total Hours	**1000**

Training Task: Working on various tool grinding machines, the Tool & Cutter Grinder Apprentice will complete the following machine operations to produce high quality precision machine cutting tools:

Code PA		**Hours**
PA1	**Machine point**	**40**
PA2	**Machine notch**	**80**
PA3	**Hand grind (point, notch, & specials)**	**40**

Code PB		**Hours**
PB1	**O D grind**	**120**
PB2	**End Grind**	**120**

PB3	**Rough radius grind**	**40**
PB4	**End gashing**	**40**
PB5	**Finish radius grind**	**80**

Code PC		**Hours**
PC1	**Finish radius grind**	**80**
PC2	**Outside diameter & taper grind**	**120**

10. Tool & Die Maker Apprenticeship Probationary Work Codes:

Code	**Work Experience**	**Hours**
PB	**Lathe**	**120**
PC	**Mill Conventional**	**240**
PE	**CNC Mill**	**120**
PG	**Surface Grind Conventional**	**120**
PR	**Breakdown (CATIA)**	**40**
PT	**Bench Work**	**280**
PAA	**Related Training**	**80**
	Total Hours	**1000**

Training Task: Working on mills, lathes, grinders, and hand work, the Tool & Die Maker apprentice will complete the following operations by working with a variety of materials used to fabricate tools and dies to produce airplane parts.

Code PB	**Code PC**	**Code PE**
Turning OD & ID	**End Milling**	**Set Ups**
Boring	**Face Milling**	**Part Positioning**
Tapping	**Angle Cutting**	**Measurement Systems**
Facing	**Slotting**	**Data Sources**
		Basic Machine Operations

Code PG	**Code PR**	**Code PT**
Accessories	**Developing Work Plans**	**Work Order Familiarization**
Surface Grinding	**Tool Drawing System**	**Intro. to Form Dies**
Cylindrical Grinding	**Tool Documents**	**Into. to Die Work (Blanking Dies)**
Internal Grinding	**Layout**	**Fab. of Drill Jigs**

11. Tooling Inspector Apprenticeship Probationary Work Codes:

Code	Work Experience	Hours
PA	Production Drill Press	40
PB	Production Lathes	80
PC	Production Mills	80
PK	Jig Fabrication	120
PL	Tool & Die Fabrication	120
PM	Plaster/Plastic Tool Fabrication	120
PN	Sheet Metal Tool Fabrication	120
PW	Inspection	240
PAA	Related Training	80
	Total Hours	1000

Training Task: Working on various defined machines and in tooling shops, the Tooling Inspector Apprentice will complete the following processes working with a variety of materials, including but not limited to metals, plastics, and other tooling materials.

Code PA	Code PB	Code PC
Drilling	Turning OD & ID	End Milling
Reaming	Boring	Slab Milling
Tapping	Tapping	Angle Cutters
Counterboring	Facing	Straddle Milling
Spot Facing	Threading	Slotting

Code PK	Code PL	Code PM
Blue Prints	Die Fabrication	Mold Fabrication
Drilling	ST Tool Fabrication	Plastic Tool Fab.
Setups	Fixture Fabrication	Pattern Construction

Code PN	Code PW
Blanking Tools	Tool Inspection
Template Fabrication	Use of Precision Measuring Tools
Hydro Block Fabrication	Surface Table Setups
Trim Tool Fabrication	Hardness Verification
Layout and Lofting	Process Inspection Documents

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices

are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

One (1) apprentice may be employed for every seven (7) journey-level workers or qualified mechanic, or fraction thereof, in each division where Apprenticeships are offered.

Tool and Die Maker Program only: One (1) apprentice may be employed for every four (4) journey-level workers or qualified mechanic, or fraction thereof.

For Ratio purposes only, the term "Journey-level worker" shall be interpreted a designating the following labor grades:

Cellular Manufacturing Machinist	**Grade 9**
Industrial Electronic Maintenance Technician	**Grade 10**
Jig & Fixture Tool Maker	**Grade 8, 10**
Machine Tool Maintenance Mechanic	**Grade 9**
Machinist	**Grade 8**
Maintenance Machinist	**Grade 8**
Model Maker	**Grade 9**
NC Spar Mill Operator	**Grade 8**
Tool & Cutter Grinder	**Grade 8**
Tool & Die Maker	**Grade 10**
Tooling Inspector	**Grade 8**

VII. APPRENTICE WAGES and WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

THE BOEING/IAM JOINT APPRENTICESHIP COMMITTEE

All IAM/Boeing Apprenticeship programs:

Step	Number of hours/months	WAGE
1	**0000 to 1000 hours**	**$20.87**
2	**1001 to 2000 hours**	**$21.82**
3	**2001 to 3000 hours**	**$22.71**
4	**3001 to 4000 hours**	**$23.64**
5	**4001 to 5000 hours**	**$24.52**
6	**5001 to 6000 hours**	**$25.44**
7	**6001 to 7000 hours**	**$26.38**
8	**7001 to 8000 hours**	**$27.29**
9	**8001 to 9000 hours**	**$29.10**
10	**9001 to 10000 hours**	**$29.99**

Labor Grade 8 journey level wage rates for 8,000 hour programs: $28.55
- **Jig & Fixture Tool Maker**
- **Machinist**
- **NC Spar Mill Operator**
- **Tool & Cutter Grinder**
- **Tooling Inspector**

Labor Grade 9 journey level wage rates for 8,000 hour programs: $29.48
- **Cellular Manufacturing Machinist**
- **Machine Tool Maintenance Mechanic**
- **Maintenance Machinist**
- **Model Maker**

Labor Grade 10 journey level wage rates for 10,000 hour programs: $30.33
- **Tool & Die Maker**
- **Industrial Electronic Maintenance Technician**

Above wages are base only.

The Boeing/IAM Joint Apprenticeship Wage rates are defined in the 2002 District 751 IAM & AW/Boeing Company Collective Bargaining.

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

A. Cellular Manufacturing Machinist

		Code	Hours
1.	Surface Grinding	A	120
2.	O.D. Grinding	B	120
3.	I.D. Grinding	C	120
4.	Thread Grinding	D	120
5.	Conventional Milling	E	400
6.	CNC	F	640
7.	Drills/Reamers	G	80
8.	Highspeed	H	120
9.	Carbide	I	120
10.	Conventional Turning	J	280
11.	NC	K	320
12.	CNC	L	320
13.	Basic Layout	M	160
14.	Advanced Layout	N	440
15.	Inspection	O	200
16.	Cellular Manufacturing	P	2120
17.	Conventional/CNC Boring	Q	360
18.	Jig Bore	R	240
19.	Heat Treat	S	80
20.	CAC/CAM	T	160
21.	Modular Tooling	U	80
22.	Carbide/Planning	V	160
23.	Drilling	W	80
24.	Assembly	X	200
25.	Shotpeen	Y	160
26.	Tankline	Z	40
27.	Deburr	C1	80
28.	Saw	C2	40
	TOTAL HOURS:		8000

B Industrial Electronic Maintenance Technician

		Code	Hours
1.	Fundamentals	A	1000
2.	Test Equipment	B	480
3.	Preventative Maintenance	C	160
4.	Computer Concepts & Operating Systems	D	640
5.	Base Mechanics	E	480
6.	Magnetic Controls	F	320
7	Electric Motors	G	320
8.	Hydraulic	H	160
9.	Pneumatics	I	120
10.	Servo Systems/Drives	J	320
11.	Position Feedback Devices	K	120
12.	Programmable Logic Controllers	L	320
13.	Machine Shop familiarization	M	1000
14	Process Controls	N	640
15.	Primary Power Distribution	O	40
16.	Electrical Construction	P	160
17.	Industrial Control	Q	40
18.	Computerized Numerical Controls	R	1000
19.	Building Related Equipment/Processes	S	320
20.	Inspection Equipment	T	320
21.	Machining Centers	U	160
22.	Part Programming	V	80
23.	Crane Maintenance	W	40
24.	Predictive Maintenance	X	320
25.	Heat Treat	Y	80
26.	Welders	Z	80
27.	Automatic Test Equipment (ATE)	A1	80
28.	Pressure and Vacuum Vessels	A2	320
29.	Tank Lines	A3	80
30.	Related Training	AA	800
	TOTAL HOURS:		10000

C. Jig & Fixture Tool Maker

		Code	Hours
1.	Structural Steel & Aluminum Fabrication	A	700
2.	Crane & Rigging Operation	B	80
3.	Handling Tool Fabrication	C	320
4.	Lay-up Mandrel & Bonding Assembly Jigs	E	700
5.	Weld Jigs	F	400
6.	Large Floor Mounted Assembly Jigs	G	800
7.	Tool Routine	H	560
8.	Master Tools	I	480
9.	Breakdown	J	480
10.	Computer Aided Theodolite	K	600
11.	Small Tools Including Standard Tools	L	560
12.	Tool Engineering	M	160
13.	CMM Operation	N	80
14.	CNC Milling	O	400
15.	NC Overview	P	40
16.	Lathe	Q	160
17.	EDM	R	80
18.	Mill	S	400
19	Grinder	T	120
20.	Jig Bore Operator	U	240
21.	Related Training	AA	640
	TOTAL HOURS:		8000

D. Machine Tool Maintenance Mechanic

		Code	Hours
1.	Oil Crib & Routs	A	80
2.	Machine (basic operation)	B	320
3.	Belts & Pulley	C	40
4.	Alignments	D	520
5.	Predictive Maintenance	E	80
6.	Preventative Maintenance	F	1040
7.	Boring Mills	G	80
8.	Grinders	H	80
9.	Turning Centers	I	120
10.	Machining Centers	J	520
11.	Coordinate Measuring Machines	K	80
12.	Hydraulics	L	160
13.	Riveters	M	600
14.	Automatic Spar Assembly Tool	N	600
15.	Robotics	O	160
16.	Tube Benders	P	160
17.	Scraping and flaking	Q	80
18.	Waterjets	R	160
19.	Shot Peen	S	160
20.	EB Welders	T	160
21.	Laser Welders	U	40
22.	Wire Coding	V	240
23.	Cranes	W	160
24.	Autoclaves	X	320
25.	Ballbars	Y	40
26.	Balancing	Z	40
27.	Spindle Shop	A1	280
28.	Laser Interferometry	A2	160
29.	Photogrammetry	A3	40
30.	Automated Test Equipment	A4	80
31.	Laser Engraver	A5	40
32.	Through Transmission Ultrasonic	A6	80
33.	Orientation	A7	40
34.	Skin and Spar	A8	520
35.	Heat Treat	A9	80
36.	Related Training	AA	640
	TOTAL HOURS:		**8000**

E. Machinist:

		Code	Hours
1.	E.D.M.	B	160
2.	Bench Work	C	240
3.	Drill Press	D	80
4.	Programming	E	160
5.	Heat Treat	F	160
6.	Elementary Layout	G	160
7.	Conventional Engine Lathe	H	480
8.	CNC Lathe	I	800
9.	Tool and Cutter Grind	J	320
10.	Advanced Layout/CMM	K	640
11.	Conventional Milling Machine	L	560
12.	Shop CAD/CAM	M	320
13.	Surface Grinding	N	160
14.	External Grinding	O	240
15.	Internal Grinding	P	120
16.	Thread Grinding	Q	120
17.	Horizontal Boring Mills	R	520
18.	Jig Bore/Jig Grind	S	280
19.	CNC Mills	T	1160
20.	NC Milling	U	680
21.	Related Training	AA	640
	TOTAL HOURS:		**8000**

F. Maintenance Machinist:

		Code	Hours
1.	Maintenance Machining	A	3460
2.	Milling Machines	B	840
3.	Lathes	C	680
4.	Drill Press	D	80
5.	Grinders	E	200
6.	Boring Mills	F	200
7.	Heat Treat	G	140
8.	Tool Grind	H	220
9.	Layout	I	180
10.	All NC Machining	J	640
11.	Precision Inspection	K	120
12.	Floor Maintenance	M	440
13.	Spindle Shop	N	160
14.	Related Training	AA	640
	TOTAL HOURS:		8000

G. Model Maker:

		Code	Hours
1.	Engine Lathe	A	320
2.	Milling Machine	B	440
3.	Planers	C	80
4.	Boring Mills	D	120
5.	Grinding	E	120
6.	Railing	F	160
7.	Bench Assembly	G	200
8.	Heat Treat	H	120
9.	Wood Working	I	120
10.	Electrical (Elementary	J	120
11.	Plastic Training	K	400
12.	Plaster Training	L	320
13.	Tracer Lathe	M	40
14.	CNC Milling	N	160
15.	Jig Bore	O	120
16.	Electrical Discharge Machine	P	80
17.	NC Milling	Q	440
18.	NC Lathe	R	144
19.	Model Construction & Finishing	S	2936
20.	Wind Tunnel Maintenance	T	480
21.	Wire Feed EDM	U	160
22.	Remote Terminal	V	80
23.	Machine Layout	W	160
24.	Saws	Y	40
25.	Related Training	AA	640
	TOTAL HOURS:		**8000**

H. NC Spar Mill Operator:

		Code	Hours
1.	Material Store	A	40
2.	NC Spar Mill	B	1440
3.	NC Drill Router	C	160
4.	NC Milling	D	400
5.	Hand Sand - Spar	E	120
6.	De-Burr Machine	F	80
7.	Forming - Straightening	G	480
8.	Layout	H	400
9.	Hand Drill	I	80
10.	Conventional Milling	J	720
11.	Heat Treat	K	200
12.	Tool and Cutter Grinder	L	320
13.	Skin Mills	M	800
14.	Hand Sand - Skins	N	120
15.	Crane Operation	O	80
16.	Shot Peen	P	400
17.	Checking Fixture	Q	120
18.	Hand/Work	R	160
19.	Tank Line	S	160
20.	Assembly and Prep	T	120
21.	Spar/Skin Kitting	U	80
22.	Cutting Tool Development	V	80
23.	Cutter Set-Up	X	80
24.	Tool Set-Up	XA	80
25.	NC Double Plus Chord Mills	XB	640
26.	Related Training	AA	640
	TOTAL HOURS:		**8000**

I. Tool & Cutter Grinder:

		Code	Hours
1.	Drill Grind	A	1760
2.	Tool Grind	B	2520
3.	Carbide Tool Grind	C	1720
4.	Machine Shop	D	1360
5.	Related Training	AA	640
	TOTAL HOURS:		8000

J. Tool & Die Maker:

		Code	Hours
1.	Tool & Cutter Grind	A	240
2.	Lathe	B	240
3.	Mill Conventional	C	800
4.	CNC Lather	D	600
5.	CNC Mill	E	840
6.	Heat Treat	F	160
7.	Surface Grind Conventional	G	120
8.	Cylindrical Grind Conventional	H	120
9.	Jig Grind Conventional	I	80
10.	Surface Grind CNC	J	160
11.	Cylindrical Grind CNC	K	120
12.	Jig Grind CNC	L	80
13.	EDM Conventional/CNC	M	360
14.	Jig Bore	N	520
15.	Layout	O	160
16.	Horizontal Boring	P	320
17.	Spring Bench	Q	120
18.	Breakdown/CATIA	R	240
19.	CAD/CAM (Shop)	S	320
20.	Bench Work	T1	920
21.	Bench Work	T1	1880
22.	Tool Engineering, Programming, Planning	U	160
23.	Tool Inspection	V	120
24.	Optical Tool Fabrication	W	320
25.	Hydraulic/Pneumatic	X	200
26.	Related Training	AA	640
	TOTAL HOURS:		**10000**

K. Tooling Inspector:

		Code	Hours
1.	Production Drill Press Fab.	A	40
2.	Production Lathes	B	80
3.	Production Mills	C	80
4.	Production Boring Mills	D	80
5.	Plastic Training	E	160
6.	Weld & Duct	F	120
7.	Spar Fabrication	G	120
8.	Skin Fabrication	H	80
9.	Sheet Metal Production (SMC)	I	160
10.	Manufacturing Engineering	J	440
11.	Jig Fabrication	K	680
12.	Tool & Die Fabrication	L	360
13.	Plaster/Plastic Tool Fabrication	M	640
14.	Sheet Metal Tool	N	320
15.	Jig Bore (Fabrication Shop)	O	160
16.	Jig Routine (Renton)	P	80
17.	Interchangeability/Replaceability(I/R)	Q	80
18.	C.M.M. (Dea, BOICE, LK. etc.)	R	320
19.	Calibration/Certification Lab	S	40
20.	Load Test	T	40
21.	Heat Treat	U	40
22.	Numerical Control Quality Assurance (NCQA)	v	120
23.	Inspection	W	3040
24.	Material Support	W1	80
25.	Related Training	AA	640
	TOTAL HOURS:		8000

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

( ) Supervised field trips

( ) Approved training seminars

( ) A combination of home study and approved correspondence courses

(X) State Community/Technical college

( ) Private Technical/Vocational college

( ) Training trust

(X) Other (specify)**: (Off Hour Boeing Classes), as a method of delivery.**

160 Minimum RSI hours per **academic school** year, (see WAC 296-05-305(5))

Additional Information:

Each apprentice must enroll in and attend classes in related instruction as prescribed by the Boeing/IAM Apprenticeship Committee.

Apprentices shall be required to take their related training on their own time without compensation on a schedule that does not conflict with their regular work shift.

The Committee recommends that courses in related instruction for the several crafts be limited to those who are actually apprentices.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individuals apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. **Four (4) members of the Committee, two (2) from the union and two (2) from management shall be a quorum for the transaction of business. Each party shall have the right to cast the full vote of its membership and it shall be conducted as though all were present and voting.**

2. **The apprenticeship supervisor shall provide a form to be filled out weekly by the apprentice, signed by the apprentice and his/her immediate supervisor. This report will be a complete record of the work code, type of work performed, type of equipment being used and the supervisors rating**

of the apprentices work performance. Copies of this report will be retained by the apprentice and Apprenticeship Training Office.

3. **The Committee will cooperate with the Supervisor of Apprentices in passing on the qualifications of applicants for apprenticeship.**

4. **The Committee will cooperate with the Supervisor of Apprentices in his/her responsibilities towards the apprentice.**

5. **The Committee will determine the apprentice's progress in manipulative skills and technical knowledge, through examination of their records, and by tests or examinations, which may, on occasion, be deemed advisable or necessary.**

6. **The Committee will select candidates to be interviewed for possible placement in the program from the eligibility pool.**

7. **The Committee will assist apprentices in all matters pertaining to their employment as apprentices and in such other personnel matters as the apprentice may bring before them.**

8. **The Committee will cooperate with supervisors, managers, human resources, and school in maintaining discipline among apprentices and ensuring their progress.**

9. **The Committee will cooperate with the related training school in the preparation, presentation, and revision of related instructional matter.**

10. **The apprenticeship supervisor will provide annual reports covering the work of the Apprenticeship Committee to the Company, the Union, and the Washington State Apprenticeship and Training Council as requested.**

11. **<u>Disciplinary actions:</u>**

    a. **Definitions**

        (1) **Suspension**
        A suspension is a temporary interruption in progress of an individuals apprenticeship program that may result in the cancellation of the Apprenticeship Agreement.
            (a) **Unsatisfactory progress/unacceptable conduct will constitute suspension from the apprenticeship program and may result in cancellation of the Apprenticeship Agreement.**

(b) During a suspension, the apprentice will continue to attend and maintain satisfactory progress with their related training.
(c) During a suspension, work hours shall not be credited towards the apprenticeship program.
(d) During a suspension, the suspended apprentice shall continue to report for work and be compensated at their current wage rate.
(e) During a suspension, the suspended apprentice shall be designated work assignments that are equal to or below their current wage rate.
(f) All suspensions will require the suspended apprentice to attend the next regular BJAC meeting to review their status.
(g) The notification of the second suspension will include the 20-day notice of intent to cancel the Apprenticeship Agreement per Section 7 of the General Administrative Procedures.
(h) A third suspension may alone be reason to cancel the Apprenticeship Agreement.

(2). Unacceptable Conduct:
(a) Non-compliance with company rules.
(b) Including conduct that is deemed unacceptable and/or not compatible with the Apprenticeship Program, by the IAM/Boeing Apprenticeship Committee.
(c) Non-authorized possession, or use of IAM/Boeing Apprenticeship Related Training Tests or Answer sheets.
(d) Dishonesty, including cheating on, forgery and/or falsification of apprenticeship documents, tests, lessons, and logbooks.

(3) Unsatisfactory Progress:
(a) Related Training:
1) Lessons: Being behind in related training nine (9) or more lessons.
2) Class hours: Being behind in related training eight (8) or more hours.
3) Related training test failures:
a) Two (2) consecutive failures of a test.
b) A third consecutive failure of a test.

(b) Work Performance:
1) Two consecutive monthly grades of less than 3.
2) A monthly grade of one (1).

(4) Notification of suspension:
The apprentice will be notified by registered mail sent to current home address (on file with the apprenticeship office) and through Boeing plant mail.

(5) Notification of Cancellation of the Apprenticeship Agreement:
The Apprentice will be notified of the cancellation by registered mail sent to current home address (on file with the apprenticeship office) and through Boeing plant mail. The apprentice may appeal the cancellation per Section 17 of the General Administrative Procedures.

(6) Reinstatement of the apprenticeship program:
(a) An apprentice suspended for related training deficiencies may be reinstated to the apprenticeship program when all deficiency(s) have been corrected and the apprentice is in compliance with the Standards of Apprenticeship. The apprentice will be required to attend the next IAM/Boeing JATC business meeting.
(b) An apprentice suspended for any other reason, may be reinstated after meeting with the IAM/Boeing JATC.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization
- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee
- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs) Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

   Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

   Forms are available on line at http://www.LNI.wa.gov/scs/apprenticeship or from your assigned apprenticeship coordinator.
   - Apprenticeship Agreement Card – within first 30 days of employment
   - Authorization of Signature - as necessary
   - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
   - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
   - Change of Status – within 30 days of action by committee, with copy of minutes
   - Journey Level Wage – at least annually, or whenever changed
   - Revision of Standards and/or Committee Composition - as necessary
   - RSI (Quarterly) Reports:
     1st quarter: January through March, by April 10
     2nd quarter: April through June, by July 10
     3rd quarter: July through September, by October 10
     4th quarter: October through December, by January 10

3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
   - Program name

- Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
- Section VII: Apprentice Wages and Wage Progression
- Section IX: Related/Supplemental Instruction
- Section XI: Committee - Responsibilities and Composition (including opening statements)
- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

   L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:
   - Certificate of completion
   - Additional credit
   - Suspension (i.e. military service or other)
   - Reinstatement
   - Cancellation and/or
   - Corrections

2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.

3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.

4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.

6. Hear and adjust all complaints of violations of apprenticeship agreements.

7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.

2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.

3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or

vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **Four (4) members of the Committee, two (2) from the union and two (2) from management shall be a quorum for the transaction of business.**

Program type administered by the committee: **INDIVIDUAL JOINT**

When in any year, the Chairman of the Committee is a representative of management, then the Secretary shall be a representative of labor. The following year, the Chairmanship shall be held by a labor representative.

The employer representatives shall be:

Mark Calkins, Secretary
PO Box 3707
MC 0X-62
Seattle, WA 98124-2207

Roger Carroll, Alt Secretary
PO Box 3707
MC 5A-AJ
Seattle, WA 98124-2207

James Davis
PO Box 3707
MC 5R-10
Seattle, WA 98124-2207

Win Falk
PO Box 3707
MC 0P-FA
Seattle, WA 98124-2207

Daniel Price
PO Box 3707
MC 1W-76
Seattle, WA 98124-2207

Bob Swenson
PO Box 3707
MC 8K-52
Seattle, WA 98124-2207

The employee representatives shall be:

Dallas Colton, Chair
9125 - 15th Place South
Seattle, WA 98108

Paul Knebel, Alt Chair
9125 - 15th Place South
Seattle, WA 98108

Sherrie Williams
9125 - 15th Place South
Seattle, WA 98108

Jim Bearden
PO Box 3707 M/C OF-FH
Seattle, WA 98124-2207

Tony Curran
PO Box 3707 M/C 6Y-90
Seattle, WA 98124-2207

Larry Zimmerman
9125 - 15th Place South
Seattle, WA 98108

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

Gina M. Ames
PO Box 3707 M/C 5R-43
Seattle, WA 98124-2207